	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?
500	**Specific - Process development**									
501	Process	The Process shall define the Release Review Board Scope	1.0	High	Yes					
502	Process	The Process shall define the Release Review Board Charter	1.0	High	Yes					
503	Process	The Process shall define the Release Review Board Organization	1.0	High	Yes					
504	Process	The Process shall define the Release Review Board Review process	1.0	High	Yes					
505	Process	The Process shall define the Release Review Board Escalation process	1.0	High	Yes					
506	Process	A procedure to define how the Release Review Board creates the annual release plan and baseline.	1.0	High	Yes					
507	Process	The Process shall define the Release Review Board Organization steps to create the annual release baseline	1.0	High	Yes					
508	Process	The Process shall define the Release Review Board Organization review and approval process	1.0	High	Yes					
509	Process	The Process shall define the Release Review Board Organization change review and update to baseline activity	1.0	High	Yes					
5010	Process	The process will define the ERM tool user guide	1.0	Medium	Yes					
5011	Process	The Process shall define the Release Review Board effort estimates needed for various FSA resources to support the process long term	1.0	High	Yes					
5012	Process	The Process shall define the Release Review Board executive approval process	1.0	High	Yes					
5013	Process	The Process shall define the Enterprise Release Management integration points via SLC change request form with existing FSA processes including:	1.0							
5014	Process	a. Annual Planning process (TBD)	1.0	High	Yes					
5015	Process	b. DSG Process	1.0	High	Yes					
5016	Process	c. BIG process	1.0	High	Yes					
5017	Process	d. Application level annual planning process (TBD)	1.0	High	Yes					
5018	Process	e. Enterprise Change Management Process	1.0	High	Yes					
5019	Process	f. SLC process guide	1.0	High	Yes					
5020	Process	g. Investment management process (IPC)	1.0	High	Yes					
5021	Process	h. Department of Education release plan (TBD)	1.0	High	Yes					
5022	Process	I. Enterprise Configuration Management process (TBD)	1.0	Medium	Yes					
5023	Process	j. Application Configuration management process and procedures	1.0	High	Yes					
5024	Process	k. FSA government Audit process (TBD)	1.0	Medium	Yes					
5025	Process	l. Enterprise Project Management (Project Management Center) (TBD)	1.0	Medium	Yes					
5026	Process	m. Enterprise Change Management Board review process (TBD)	1.0	Medium	Yes					
5027	Process	n. FSA government Audit process (TBD)	1.0	High	Yes					
5028	Process	o. Peak processing and other recurring constraints such as Month End, FASFA Peak, etc. (TBD)	1.0	High	Yes					
5029	Process	p. VDC Roadmap production cutover process(TBD)	1.0	Medium	Yes					
5030	Process	q. Contract management process for TO and contract changes if release are delayed or backed out.	1.0	High	Yes					
5031	Process	r. Enterprise Architecture review process (If update or change impacts other applications shceduled in release)	1.0	High	Yes					
5032	Process	Development of a Roll-out and integration plan	1.0	High	Yes					
5033	Process	Development of a coomunication plan	1.0	Medium	Yes					
5034	Process	Development of a pilot program to validate assumptions	1.0	High	Yes					
5035	Process	Development of a sustained trainign process and program plan	1.0	High	Yes					
510	**Timeframe**									
	Timeframe	The process shall define ERM Timeframe information:	1.0							
511	Timeframe	a: ERM planning dates - aligned to Enterprise planning and budget process	1.0	High	Yes					
512	Timeframe	b: ERM planning window and resource involvement	1.0	High	Yes					
513	Timeframe	c: Baseline Completion date (due date)	1.0	High	Yes					
520	**ERM Organization defined**									
	ERM Organization	ERM process defines the organization structure and detailed roles and responsibilities including:	1.0							
521	ERM Organization	a. ERM Planning and project Lead	1.0	High	Yes					
522	ERM Organization	b: Channel representation	1.0	High	Yes					

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?
523	ERM Organization	c: ERM Process owner	1.0	High	Yes					
524	ERM Organization	d: ERM Training lead	1.0	High	Yes					
525	ERM Organization	e: ERM CCB Secretariat	1.0	High	Yes					
524	ERM Organization	f: ERM escalation resolution review board	1.0	High	Yes					
525	ERM Organization	g: ERM release manager	1.0	High	Yes					
526	ERM Organization	h: Release Review Board	1.0	High	Yes					
527	ERM Organization	I: Release Management Tool Support (Developer)	1.0	High	Yes					
528	ERM Organization	Process will define accountable resources for ownership of the ERM process	1.0	High	Yes					
530	**ERM Release manager**									
	Release manager	ERM process defines the Release manager responsibilities including:	1.0							
531	Release manager	a: Specific process to baseline release	1.0	High	Yes					
532	Release manager	b: Process to identify change to the baseline, scope, schedule, functionality	1.0	High	Yes					
533	Release manager	c: Process to document impact analysis and review process with affected stakeholders	1.0	High	Yes					
534	Release manager	d: Integration points to the ECM tool and process	1.0	High	Yes					
540	**Other**									
	Other	The ERM process shall define the following job-aids and templates:	1.0							
541	Other	a: Baseline Release plan Template	1.0	High	Yes					
542	Other	b: Release Change Request	1.0	High	Yes					
543	Other	c: Release CR impact analysis form	1.0	High	Yes					
544	Other	d: E-mail - notification list	1.0	High	Yes					
545	Other	e: Business Requirements	1.0	High	Yes					
546	Other	f: Process flows	1.0	High	Yes					
547	Other	g: Appropriate SLC documentation	1.0	High	Yes					
548	Other	h: ECM Enhancement requirements	1.0	High	Yes					
549	Other	i: Release Review board Minutes template	1.0	High	Yes					
550	Other	j: ERM release configuration management process for version control	1.0	High	Yes					
551	Other	k: ERM Configuration management plan	1.0	High	Yes					

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?	Rational
100	**General**										
101	General	The system shall suport parent Child relationship to other change requests in the ECM environment	1.0	High							
102	General	The system shall facilitate change control tracking.	2.0	High							
103	General	The system shall facilitate issue tracking.	2.0	High							
104	General	The system shall facilitate data center notification management.	2.0	High							
105	General	The system shall facilitate notifications management. (e.g. affected parties)	2.0	High							
106		The system shall facilitate queue requests.	2.0	High							
107	General	The system shall provide clear, time based tracking of all change controls, issues, Release work orders, and queue notifications	2.0	High							
108	General	The system shall keep history information for all Release change controls, issues, and notifcations	2.0	High							
109	General	The system shall allow for escalation of issues to an enterprise change control review board.	2.0	Medium							
110	General	The system shall provide email notification upon assignment.	2.0	High							
111	General	The system shall provide email notification upon updates which affect other areas.	2.0	Medium							
112	General	The system shall provide email notification upon escalation.	2.0	Medium							
113	General	The system data shall be backed up on periodic intervals.	2.0	High							
114	General	The system must support portability of data to updated versions.	2.0	High							
200	**Access**										
201	Access	The system shall allow for ubiquitous access via web browsers.	2.0	High							
202	Access	The system shall allow simultaneous access to the number of users consistent with estimated usage.	2.0	High							
203	Access	The system shall allow for management of user rights and access permissions.	2.0	High							
204	Access	The system permission shall support field level permissions based on roles or individual permission levels.	2.0	High							
300	**Reports**										
301	Reports	The system shall have configurable reporting capabilities for all users.	2.0	High							
302	Reports	The system shall allow for sorting by all appropriate fields.	2.0	High							
303	Reports	The system shall enable printing of all reports.	2.0	High							
304	Reports	The system shall allow exportation of reports to MS Word & MS Excel	2.0	Medium							
305	Reports	The system shall have metrics reporting capabilities for all users	2.0	High							
306	Reports	The system shall provide cross reporting across all types of data (ex. Change Control and issues.	2.0	Medium							
400	**Specific - Release Change Control**										
	Request	The change control portion of the database shall include the following request information:	2.0								
401	Request	a: Title	2.0	High	Yes						
402	Request	b. Unique Identifier number	2.0	High	Yes						
403	Request	c. Type (e.g. issue, queue request, port request, etc.)	2.0	High	Yes						
404	Request	d. Priority (e.g. Normal, Urgent, etc.)	2.0	High	Yes						
405	Request	e: Status	2.0	High	Yes						
406	Request	f: Description	2.0	High	Yes						
407	Request	g: Systems affected	2.0	High	Yes						
408	Request	h: Dependencies	2.0	High	Yes						
409	Request	i: Risk Assessment	2.0	High	Yes						
4010	Request	j: Backout/Recovery Plan	2.0	High	Yes						
410	**Timeframe**										
	Timeframe	The change control portion of the database shall include the following Timeframe information:	2.0								
411	Timeframe	a: Requested Implementation Date	2.0	High	Yes						
412	Timeframe	b: Requested Implementation Time	2.0	High	Yes						
413	Timeframe	c: Planned Implementation Date	2.0	High	Yes						
414	Timeframe	d: Planned Implementation Time	2.0	High	Yes						
415	Timeframe	e: Emergency Justification (why less then 2 wks lead-time)	2.0	High	Yes						
416	Timeframe	f: Can the request be completed earlier?	2.0	High	Yes						
417	Timeframe	g: Estimated Duration to Complete the Change	2.0	High	Yes						

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?	Rational
418	Timeframe	h: Estimated Duration to Backout the Change	2.0	High	Yes						
430	**Release Lead Information**										
	Release Lead Information	The change control portion of the database shall include the following Release lead information:	2.0								
431	Release Lead Information	a: Name	2.0	High	(Yes) When Assigned						
432	Release Lead Information	b: Phone	2.0	High	no						
433	Release Lead Information	c: Pager	2.0	Medium	no						
434	Release Lead Information	d: E-mail	2.0	High	no						
450	**Release Manager Information**										
	Release Manager	The change control portion of the database shall include the following release manager information:	2.0								
451	Release Manager	a: Name	2.0	High	Yes						
452	Release Manager	b: Phone	2.0	High	no						
453	Release Manager	c: Pager	2.0	Medium	no						
454	Release Manager	d: E-mail	2.0	High	no						
460	**Other**										
	Other	The change control portion of the release database shall include the following additional information:	2.0								
461	Other	a: Attached Files	2.0	High	no						
462	Other	b: Notes	2.0	High	no						
463	Other	c: Note Archive	2.0	High	no						
464	Other	d: History	2.0	High	no						
464	Other	e: imapct analysis	2.0	High	no						
900	**ECM tool enhancement Requirements**										
	ECM tool enhancement	The ECM solution shall be updated to include ERM data including	1.0								
901	ECM tool enhancement	a: ERM Release number (drop down)	1.0	High	Yes						
902	ECM tool enhancement	b: ERM Approved change (Y/N)	1.0	High	Yes						
902	ECM tool enhancement	c: ERM new change notification made (Y/N)	1.0	High	Yes						
903	ECM tool enhancement	d: ERM Regression test required? (Y/N)	1.0	High	Yes						